



United States Department of Agriculture
Research, Education and Economics
Agricultural Research Service

October 4, 2004

SUBJECT: FY '05 SF-52 Case Numbers and Submission Procedures

TO: MWA Location Administrative Officers

THROUGH: Diane Strub /s/
Area Administrative Officer

FROM: Deborah Agee /s/
Area Human Resources Assistant

The following is a synopsis of the Midwest Area's FY 05 SF-52 submission procedures.

Please continue to follow the non-citizen procedures:

- Clearance Procedures for Non-Citizens to Work in ARS Facilities, e-mail memo from Edward Knipling on 5/19/2003.
- Procedure Instructions for Non-Citizens working in ARS Facilities, e-mail memo forwarded by Adrianna Hewings 5/20/2003.
- Foreign Research Associate Updates – E-mail from Marie Bishop 6/13/2003. (Marie also sent out e-mail 6/13/2003 with new version of ARS-230, Non-Citizen Data Sheet dated 5/2003)
- Rescinding LA/STEP Authority to DEO's for Non-Citizens-Delegated, e-mail forwarded to MWA LAOs 7/8/2003.
- Update to Non-Citizen Log procedures – E-mail sent by Marie Bishop 9/8/04.

Regardless of how the non-citizen worker is coming to our facilities, you must first obtain the Area Director's approval to proceed with bringing the non-citizen into our facilities. This first step should be done via e-mail to the Area Director. Once Area Director's approval has been granted, the completed ARS-230 and other required paperwork must be submitted through Marie Bishop for name trace to be conducted via ARS Tracking. If you have any questions, please feel free to contact me via email at ageed@mwa.ars.usda.gov or Marie at bishopm@mwa.ars.usda.gov

Beginning October 1 start using "05" as the first two digits of your SF-52 Request Numbers and begin with "0100" as the last four digits of your SF-52 Request Numbers. As a reminder:

Positions 1 and 2: Fiscal Year = 05

Positions 3, 4, 5 and 6 = Fourth level of Mode Code (i.e. Peoria is 3620)

Position 7 = Zero (0)

Positions 8, 9 and 10 = Three-digit sequential numbers beginning with "100."

1. **Category (Cat) 1 Position Recruits** - The original SF-52 and appropriate documentation for **all** actions on Cat 1 positions must be sent through me for Area Director (AD) approval (copies not needed).
2. **Category 4 Position Recruits** - The original SF-52 and appropriate documentation for **all** actions on Cat 4 positions must be sent through me for AD approval (copies not needed).
3. **Category 2 Position Recruits and Extensions** - The original SF-52 and appropriate documentation for **all** actions including extensions on Cat 2 Research Associate positions must be sent through me for AD approval (copies not needed).
4. **Category 3, 5, 6, 7, 8, 9 Recruits** -
 - a. If the vacancy was listed on the '05 Position Staffing Plan (PSP) and recruiting is within established Full Performance Level (FPL), send the recruit SF-52 directly to WSB with a copy to me.
 - b. If it is a vice recruit action and recruiting within established FPL, send the vice recruit SF-52 directly to WSB with a copy to me.
 - c. If the vacancy is not listed on the '05 PSP, the original SF-52 must be sent through me for AD approval. E-mail or fax me a memo requesting and justifying the new position. The request should identify the Research Unit and supervisor. Do not combine vacancy requests. Once I receive AD approval, the signed approval will be faxed back to you so a new position number can be requested from WSB. Send the original SF-52 and approval memo to me for AD signature on the SF-52 (copies not needed). Although it does not happen often, pre-approval will eliminate doing the SF-52, AD-332(s), and position description(s) only to have approval denied.
5. **Promotions of Category 3, 5, 6, 7, 8, 9 Positions** -
 - a. Within the Established Full-Performance Level (FPL) - Send the SF-52 directly to WSB with a copy to me.
 - b. Beyond/above the Established FPL - Send the Accretion of Duties or Recruit SF-52 through me for AD approval (copies not needed).
 - c. Promotions of Student Career Employment Program Employees - Send the SF-52 directly to WSB with a copy to me.
6. **Extensions of Temporary Appointments (excluding Research Associates)** -
 - a. If the extension was approved (through a footnote annotation) on the '05 PSP, send the SF-52 directly to WSB with a copy to me.
 - b. If the extension was not approved through a footnote annotation on the '05 PSP, the SF-52 must be sent through me for AD approval (copies not needed).

7. **Changes in Work Schedules/Tours of Duty -**

- a. For student appointment and/or temporary positions, send the SF-52 directly to WSB with a copy to me.
- b. For permanent positions, send the SF-52 through me for AD approval (copies not needed). (Exception: NCAUR and NADC can send directly to WSB with a copy to me.)

8. **Separations –**

- a. For all separations (Retirement, Termination, Expiration of Appointment, Resignation), **except** when AD approval signature is required (i.e. when AD is supervisor, authorizing or reviewer) send the SF-52 directly to WSB with a copy of the SF-52 and reason for separation, to my attention.
- b. All separation SF-52s must state either "Retain Position" or "Abolish Position." Area Director's approval is required for abolishing all permanent positions. You can retain a position number and change the classification series, grade level, etc, of the vice action. Retaining a position number does not mean the position has to be refilled identically. Recruiting at or establishing a higher full performance grade level (FPL) of positions requires Area Director's approval.
- c. If it is known that the employee will not work the complete final pay period before separating, annotate in Part D on reverse of the separation SF-52, "Separating employee did not complete tour of duty final pay period and will not accrue leave." This is an attempt to help HRD eliminate some of the confusion with final pay periods and NFC leave errors as a result.
- d. On Retirement SF-52s, in Part D, state if the retiree's Retirement Certificate and Retirement Letter are needed for presentation at the retiree's party/dinner and the date of the event.
- e. All separation SF-52s must be faxed or e-mailed to The Frick Company with the completed Frick separation form.
- f. Follow the Leave Policy & Procedures 402.6, dated September 29, 1997 (amended 12/8/97), Appendix B and Appendix C for completing AD-581 Lump Sum Forms. Attach an audit (signed by supervisor) and a copy of final T&A. If there are leave errors in the NFC Database, please send the AD-581 with audit and copy of final T&A to my attention so that I can update (TINQ) the database and forward to HRD to process. Copies will be returned or faxed to you with date sent to HRD annotated.

9. **Category 0 Student Temporary Employment Program Employees (STEP)
Recruits/Appointments/Extensions/Conversions to higher grade -**

- a. If the vacancy was listed on the '05 PSP or if it is a Vice Recruit/Appoint action send the SF-52 direct to WSB with a copy to me.

b. Extensions, Conversions, Promotions to higher grade and Work Schedule Changes, send the SF-52 direct to WSB with a copy to me.

c. In a crunch, when you need a new LA/STEP or SCEP position not listed on the '05 PSP, e-mail or fax me a memo requesting and justifying the new position for AD approval. The requests should identify the Research Unit and supervisor for each new student position rather than several on one request for approval. Once I receive AD approval, the signed approval will be faxed back to you so that new position number(s) can be requested from WSB. The faxed memo with AD approval signature must be attached to the SF-52 and sent directly to WSB with a copy of the SF-52 with attached approval memo to me. **Do not send these SF-52's to WSB before receiving AD approval.** (Exception: New student vacancies from NCAUR and NADC can be sent directly to WSB with a copy to me.)

d. If it is known that the LA/STEP will not work the complete final pay period before separating, annotate in Part D on reverse of SF-52, "Separating employee did not complete tour of duty final pay period and will not accrue leave." Again, this is to help HRD eliminate some of the confusion with final pay periods and NFC leave errors as a result.

→ OVERALL INFORMATION AND REMINDERS ←

- WSB normally needs a minimum of one full pay period before a requested effective date to process an action. Include this time frame in your calculations when initiating your SF-52's. Also include a few more days in your calculations if the SF-52 must come through the Area Office. A longer processing time should be expected for SY and Research Associate positions due to more detailed classification process requirements for these positions. WSB will no longer back-date any actions, therefore your paperwork must be submitted in a timely manner.
- A **copy of all** SF-52's sent direct to Human Resources Division (HRD), Western Services Branch (WSB) must be sent to me.
- When you need new position numbers not identified on the FY '05 PSP, after receiving AD approval for the position, contact your servicing HR Specialist in WSB for a new number.
- Please continue to e-mail your HR Specialist in WSB as soon as you become aware of the date you are bringing on board a LA or STEP.
- Diane Strub and I have LA/STEP delegation for all of the Midwest Area and can help when you're in travel status, on vacation, etc.
- When I forward approved SF-52's and any other personnel-related forms to WSB, the forms are sent via overnight mail and a copy of the approved forms returned to you with date to HRD annotated in upper right corner.

Please ensure that the above procedures are followed at your location to avoid delay in processing at the Area and Headquarters levels. If you have any questions concerning these procedures, don't hesitate to call me at (309)681-6633.

cc:

Area Directors